

Bulletin Number	8688BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	STUDENT PROFESSIONAL WORKER II
Exam Number	R8258B
Filing Type	Open Continuous
Filing Start Date	08/22/2012
Salary Type	Hourly
Salary Minimum	16.81
Salary Maximum	16.81
Position/Program Information	<p>Performs sub-professional duties in a specific occupational field or service area while enrolled as a student in a Masters or Doctorate degree program at an accredited college or university.</p> <p>Positions allocated to this class typically work under general supervision of technical and professional personnel employed in specific occupations and as part-time, temporary employees, perform a variety of skilled tasks, assignments and projects supporting those personnel. Incumbents are expected to gain knowledge, practical work experience and develop skills in the assigned occupational category or service area to enhance their academic training and preparation for full-time professional employment in said occupation or service area. Incumbents assigned to these positions are restricted to no more than 30 hours per week during instructional periods without prior approval from the Department of Human Resources.</p>
Essential Job Functions	<p>Assists technical and professional staff by:</p> <p>Collecting, tabulating and/or analyzing statistics, conducting research, investigations and special studies in a variety of occupational categories or service areas.</p> <p>Interviewing and consulting with county employees, officials, and interested persons or groups on matters related to work assignments.</p> <p>Preparing reports detailing study findings and developing recommendations.</p> <p>Developing presentations and charts detailing analyses of information and data.</p> <p>Depending on occupational assignment may assist professional staff by:</p> <p>Preparing press and radio releases.</p>

Making presentations to large groups and teaching educational classes.

Interacting with community based organizations to elicit their participation in departmental programs.

Conducting special studies in a variety of occupational fields.

Preparing maps, charts, photographs and other graphic presentations to illustrate a function within the department.

Performing social services assignments such as supervision and training of juvenile wards of the court. Identifying and cataloguing birds, mammals and fossils.

Processing writs and judgments; filing legal documents; documenting and entering results of legal actions.

Requirements

MINIMUM REQUIREMENTS:

Current enrollment in an accredited graduate college or university program leading to a Masters or Doctorate Degree.

Physical Class

Physical Class: 2 – Light:
Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable
Qualifications

Paid experience performing duties that involve collecting and analyzing data and statistics, identifying and cataloging various objects and material, and performing other clerical and customer/public service assignments.

Special Requirement
Information

Applicants MUST attach proof of current enrollment and proof of academic standing to the application at the time of filing (e.g. current Class Schedule, Registration Card showing the applicant has registered for the coming semester/quarter, or official transcripts). Failure to submit the required documents will result in your application being rejected.

If hired, applicants must continue to be enrolled and attend school in order to maintain status position.

In order to receive credit for any college course work, or any type of college degree, such as a Bachelor, Master, or Doctorate degree, you must include a legible copy of the official transcripts or diploma.

Accreditation Information	Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).
Examination Content	<p>This examination will consist of an evaluation of training and experience based upon application information and desirable qualifications weighted 100%.</p> <p>Please note, for this examination, there is no written test.</p> <p>Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.</p>
Vacancy Information	The eligible register resulting from this examination will be used to fill temporary vacancies at various departments throughout Los Angeles County.
Eligibility Information	<p>Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.</p> <p>The names of candidates receiving a passing grade in this examination will be added to the eligible register and, unless appointed, will appear in the order of their score group for a period of six (6) months following the date of eligibility.</p> <p>Individuals may not apply for this examination more than once every 6 (six) months.</p>
Available Shift	Day

Application and Filing
Information

INSTRUCTIONS FOR FILING ONLINE: A

standard County of Los Angeles Employment Application for this examination must be completed online.

Applications will not be accepted by mail, fax, or in person. Applicants must either upload required documents as attachments during application submission or fax a copy of the required documents to (213) 380-3681 within five (5) days of filing online. Please include the exam number and exam title.

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

The acceptance of your application depends on whether you have clearly shown that you meet the **MINIMUM REQUIREMENTS**. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC

LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries through Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All

applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los
Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://hr.lacounty.gov/wps/portal/dhr> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Exam Analyst
Department Contact Phone	(213) 738-2084
Department Contact Email	rlowery@hr.lacounty.gov
ADA Coordinator Phone	(213) 351-2951
Teletype Phone	(800) 899-4099
California Relay Services Phone	(800) 735-2922
Alternate TTY Phone	(800) 897-0077
Job Field	Student Workers
Job Type	Administrative Support